



## **Third Taxing District**

2 Second Street  
East Norwalk, CT 06855

Tel: (203) 866-9271

Fax: (203) 866-9856

### **Third Taxing District of the City of Norwalk**

#### **Commission Meeting**

**Monday, January 7, 2019 at 7:00p.m.**

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. Appointment and Swearing in of New Commissioner – A/R
3. Election of New Chairperson – A/R
4. City of Norwalk Presentation – East Avenue Projects (Mayor Rilling) (Pg. 1)
5. Minutes of Meeting – December 3, 2018 Regular Meeting (Pgs. 2-9) and  
December 19, 2018 Special Meeting (Pgs. 10-13) – A/R
6. Discussion/Analysis of Financial Statements/Key Performance Indicators (Pgs. 14-21)
7. General Manager's Report
8. Project Summary (Pgs. 22-31)
9. Adjourn

\*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, [www.ttd.gov](http://www.ttd.gov) and will be available at the meeting.

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#### *District Commissioners*

**Debora Goldstein**  
**Pamela Parkinson**

203-252-7214  
203-858-4261

Commissioner  
Commissioner

**Kevin Barber**  
**Ron Scofield**  
**Johnnie Weldon**

203-866-9271  
203-866-9271  
203-216-2652

General Manager  
Assistant General Manager  
Treasurer



## Third Taxing District


2 Second Street  
East Norwalk, CT 06855

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### Memorandum

**To:** TTD Commissioners

**From:** Kevin Barber – General Manager 

**Date:** January 3, 2019

**Subject:** City of Norwalk Presentation – East Avenue Projects – Mayor Rilling

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On November 28, 2018, Ron Scofield and I met with Mayor Rilling and Chief of Staff Laoise King at City Hall. During this meeting, the Mayor talked about the projects affecting East Avenue and the City's desire to have the utilities relocated underground. The Mayor also inquired about the property the District owns at 215 East Avenue.

I suggested the Mayor come to a District Commission meeting to discuss these issues with the Commission. He thought that would be an excellent idea. Following the meeting, we were able to coordinate a presentation for the Commission meeting on Monday, January 7, 2019. At this meeting I expect the presentation to focus on the following two areas:

- 1) East Avenue project and the City's desire to relocate the utilities underground
- 2) 215 East Avenue. Property owned by the District.

I have been advised that Mayor Rilling will likely bring Steve Kleppin, Kathryn Hebert and Lisa Burns to the meeting for the discussion and to answer any questions the Commission may have.

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#### *District Commissioners*

**Debora Goldstein** 203-252-7214  
**Pamela Parkington** 203-858-4261

Commissioner  
Commissioner

**Kevin Barber**  
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203-866-9271  
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General Manager  
Assistant General Manager  
Treasurer

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**THIRD TAXING DISTRICT**

of the City of Norwalk

Commission Meeting

December 3, 2018

**ATTENDANCE:** Commissioners: David Brown, Chair; Debora Goldstein;  
Pamela Parkington; Treasurer: Johnnie Mae Weldon

**STAFF:** Kevin Barber, General Manager; Ron Scofield, Asst. General Mgr.

**OTHERS:** Peter Johnson, CMEEC Ratepayer Representative  
Peter Murphy, James P. Murphy & Associates  
Capt. Jim Hines, Station 3 Firehouse

**CALL TO ORDER**

Commissioner Brown called the meeting to order at 7:00 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**INSURANCE RENEWAL**

Mr. Barber reminded the Commission that in his memo to the Commission about the insurance renewal he indicated that Mr. Murphy was still working with the underwriters to resolve a few issues that could possibly change the Commercial Auto and Boiler and Machinery policies. After Mr. Murphy's discussion with the underwriters, no additional changes were made, and the costs identified in the Commission packet remained the same.

Mr. Murphy indicated that there was a new underwriter this year on the Boiler and Machinery policy. Initial quotes were missing a few items and the premiums were higher than expected. After negotiation, the quote provided the Commission was approved. Mr. Murphy indicated that they were in the third year with current values and he will be meeting with Mr. Barber to review the coverages for the properties for 2020.

Mr. Murphy reviewed all the policies with the Commission. He noted that the Workers Compensation premium decreased by 20.87% or \$4,531 over last year. Overall, the premium for 2019 is \$147,582.52, an increase of \$2,319.44 or 1.6% compared to 2018.

Third Taxing District  
of the City of Norwalk  
December 3, 2018

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**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE PROPERTY & CASUALTY INSURANCE RENEWAL FOR 2019 AS IT APPEARS IN THE PACKAGE MATERIAL BY JAMES. P. MURPHY & ASSOCIATES OR THEIR SUCCESSOR IN INTEREST AT A TOTAL RENEWAL PREMIUM OF \$147,582.52, A 1.6% PREMIUM INCREASE OVER 2018.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **FIREHOUSE FUNDING REQUEST**

Mr. Barber provided some background information to the Commission. In fiscal year 2016-17, the firehouse requested and received a budget item in the amount of \$4,500 for the "Structural Review of the Firehouse." This preliminary survey was to deal with the structural integrity of the apparatus level. As a result of the study, temporary metal plates were installed on the apparatus floor.

Capt. Hines reviewed the events that took place with the apparatus floor over the preceding years and explained in depth about the type of floor they currently have and how it may not be able to support any of the newer trucks due to their weight. The Firehouse is now looking for appropriations in the amount of \$4,500 to create a Scope of Work (SOW) to have the floor reinforced. This SOW will then be sent out to bid. In the meantime, Capt. Hines is going to get an estimate of the work that needs to be done (based on the SOW) in order to submit an amount for the upcoming District Budget which will be presented in March.

Mr. Barber stated that if the \$4,500 was approved, the funds would come out of the current year's budget in order to hopefully have an amount to perform the work for next year's budget. Since there are no funds in the Firehouse Capital budget for the current year, the request would be considered an emergency and the funds would come out of Contingency.

**\*\* COMMISSIONER BROWN MOVED TO APPROVE \$4,500 FOR A STRUCTURAL REVIEW OF THE FIREHOUSE WHICH WILL BE TAKEN OUT OF THE DISTRICT CONTINGENCY FUND AND NEEDS TO BE EXPENDED WITHIN THE CURRENT BUDGET YEAR.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **MINUTES OF MEETING**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE MINUTES OF THE NOVEMBER 5, 2018 REGULAR MEETING, NOVEMBER 8, 2018 SPECIAL MEETING AND NOVEMBER 14, 2018 SPECIAL MEETING.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

Third Taxing District  
of the City of Norwalk  
December 3, 2018

## **DISCUSSION/ANALYSIS OF FINANCIAL STATEMENTS/KEY PERFORMANCE INDICATORS**

Mr. Barber reviewed the Financial Highlights with the Commission. Total Income was \$3,432,457, an increase of 4.54% over last year. Total Expense was \$3,373,220, an increase of 1.58% over last year. Other Income is \$387,544, an increase of 5%. Net Income Before Rate Stabilization was \$446,781, an increase of 35%. Net Income was \$532,411, an increase of 22% over the previous year.

Cash Balances continue to be in good shape. The Outstanding Principal Balance with CMEEC continues to decrease with a current balance of \$3,120,069. Current Fiscal Year Capital Additions to date is \$505,929.

Mr. Barber reviewed the P&L Previous Year Comparison. Electrical Power Purchased is down from last year. In actuality, TTD has purchased more power this year from CMEEC, but the cost is down as TTD had lowered their billable rate from CMEEC from \$90 to \$80/MWh.

KPI's – Mr. Barber reviewed the KPI's with the Commission. Everything is on track. Mr. Barber specifically noted that the Actual Rate of Return on Rate Base is beginning to increase once again.

PCA –Mr. Barber reviewed the current PCA and the forecast with the Commission. The current balance in the Rate Stabilization Fund is \$4,059,858. Mr. Barber believes with the current trend, by fiscal year end of 2019, the balance will be approximately \$3.5 million.

## **CAPITAL IMPROVEMENT ACCOUNT – CORPORATE RESOLUTION**

Messrs. Barber and Scofield met with Jamie Hunter, Account Executive, and it was determined that an updated corporate resolution was required due to a change in authorized personnel listed on the account. The authorized signers would be Kevin Barber, General Manager and Ronald Scofield, Assistant General Manager. Mr. Barber assured the Commission that before any funds were transferred in or out of this account, it would be brought before the Commission for their approval.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO APPROVE THE CORPORATE RESOLUTION AS PRESENTED IN THE CORPORATE RESOLUTION CERTIFICATION DOCUMENT BEGINNING ON PAGE 39 OF THE MATERIAL, TO INCLUDE KEVIN BARBER, GENERAL MANAGER, AND RONALD SCOFIELD, ASSISTANT GENERAL MANAGER, AS THE AUTHORIZED SIGNERS ON BEHALF OF THIRD TAXING DISTRICT WITH REGARD TO THE CAPITAL IMPROVEMENT INVESTMENT ACCOUNT WITH INFINEX INVESTMENTS, INC. EFFECTIVE AS OF DECEMBER 3, 2018.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* COMMISSIONER GOLDSTEIN MOVED THAT ANY SUCH ACTION TAKEN WITH REGARD TO THE AUTHORIZATION PROVIDED TO GENERAL MANAGER, KEVIN BARBER AND ASSISTANT GENERAL MANAGER, RONALD SCOFIELD, AS AUTHORIZED SIGNERS OF THE DISTRICT'S CAPITAL IMPROVEMENT INVESTMENT ACCOUNT WITH INFINEX INVESTMENTS, INC., IT SHALL BE REQUIRED THAT THEY COME BEFORE THE DISTRICT COMMISSION FOR APPROVAL OF ANY SUCH TRANSACTION BEFORE ACTING IN THEIR SIGNING AUTHORITY AT A REGULAR OR SPECIAL COMMISSION MEETING.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **STRATEGIC PLANNING**

Commissioner Goldstein stated that she would like to set up a calendar for Strategic Planning meetings to discuss what methods the Commission should use and what topics should be discussed.

Commissioner Parkington would like to review policies under Strategic Planning to determine what functions are operational and what are Board specific. She believes the Commission is getting too involved in the operational items.

After much discussion as to what the Commission would like to accomplish, the Commission set aside the January 28, 2019 Commission meeting to solely begin the Strategic Planning process.

## **GENERAL MANAGER'S REPORT**

### **Audit Update**

Mr. Barber reported that the audit is complete, clean and it was reported that there were no findings. Mr. Barber offered to answer any questions the Commission might have. Commissioner Goldstein suggested that each Commissioner set up a one-on-one meeting with Mr. Barber to ask any questions. Mr. Barber was in agreement.

### **Meeting with Mayor**

Messrs. Barber and Scofield met with Mayor Harry Rilling and his Chief of Staff, Ms. King, the prior week. Mr. Barber reported that Mayor Rilling wanted to discuss the East Avenue undergrounding and Third Taxing District's property at 215 East Avenue. Mr. Barber explained to the Mayor that he is directed by the Commission and at this time, Third Taxing District is an above ground utility. Any change in that structure would need to go before the Commission. Mr. Barber suggested that the Mayor attend a Commission meeting to discuss these topics.

Commissioner Parkington suggested that before the Commission meets with the Mayor, they should probably investigate all the pros and cons about above-ground vs. undergrounding in order to make an informed decision.

After discussion with the Commission, it was recommended that Mayor Rilling be invited to attend the January 7, 2019 meeting to discuss these items.

### **The Rinks at Vets Park**

Mr. Barber received a response from his letter to Mr. Hughes. Mr. Hughes has indicated that the business is closed and there are no assets to satisfy clients. Mr. Barber has been in touch with Atty. Studer to see what course of action can be taken, if any.

### **Christmas Tree Lighting**

Mr. Barber informed the Commission that due to an accident over the weekend, the Showmobile is out of commission. Staff immediately moved forward to find a solution to the problem. Mr. Scofield has secured a portable stage through Abbey Tent for the event. Lighting is being handled by staff.

## **PROJECT SUMMARY**

There were no questions about the Project Summary.

Third Taxing District  
of the City of Norwalk  
December 3, 2018

DRAFT

**\*\* COMMISSIONER GOLDSTEIN MOVED TO SUSPEND THE RULES IN ORDER TO AMEND THE AGENDA TO REFLECT THE FOLLOWING: ITEM #10 WILL NOW BE IN OPEN SESSION, CMEEC INVESTIGATION UPDATE, AND ITEM #11 WILL BE EXECUTIVE SESSION TO DEAL WITH PERFORMANCE REVIEW PURUANT TO THE EXEMPTION SECTION ON THE AGENDA.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

### **CMEEC INVESTIGATION UPDATE**

Mr. Barber stated that on November 9, 2018, the CMEEC Board was advised that indictments were handed down to the CMEEC CEO, CMEEC CFO and three members, either current or former, of the CMEEC Board of Directors. Since that time the CMEEC Board has been taking some steps to address the issue. The CEO and CFO have been placed on administrative leave without pay pending an internal investigation. CMEEC Board of Directors have removed the one Board Director that was a current and active Board member. The remaining two had previously left the Board years ago, and therefore, the CMEEC Board has not taken action against them.

CMEEC has created a Special Committee to oversee the investigation. Commissioner Goldstein is on the Committee and has been elected Chairperson. Their next meeting is scheduled for Wednesday, December 5, 2018. The purpose of the meeting will be to make a recommendation to the Board with respect to the administrative leave of the CEO and CFO because the original Resolution which put them on a 30-day leave is about to expire and the investigation is not over.

Mr. Barber stated that another item that is being dealt with is communication with the CMEEC rating agencies, Moody's Investor Service and Fitch Ratings. Both agencies have placed CMEEC on watch, pending the outcome of the internal investigation.

CMEEC is also taking a hit on the political front and in the media. CMEEC is big news in the local papers in the eastern part of the State. Some are calling for CMEEC to be dissolved. Commissioner Goldstein read from an article dated November 14, 2018 where State Senator Somers detailed her call for an overhaul or elimination of CMEEC.

Mr. Barber stated that if what Senator Somers is asking for comes to fruition, it will affect Third Taxing District's billable rate for power that is purchased, but it's hard to say how much.

Mr. Barber stated that CMEEC has re-activated their Legislative Committee to start taking a proactive role on how to handle the situation.

Mr. Barber will keep the Commission informed on the subject as more information becomes available.

Third Taxing District  
of the City of Norwalk  
December 3, 2018



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### **EXECUTIVE SESSION**

- Performance Review – General Manager

**\*\* COMMISSIONER BROWN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERFORMANCE REVIEW – GENERAL MANAGER.**

**\*\* COMMISSIONER GOLDSTEIN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer, General Manager and Assistant General Manager entered into Executive Session at 9:12 p.m.

The Commissioners, Treasurer, General Manager and Assistant General Manager returned to public session at 9:40 p.m.

### **ADJOURNMENT**

**\*\* COMMISSIONER GOLDSTEIN MOVED TO ADJOURN.**

**\*\* COMMISSIONER BROWN SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 9:41 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

Third Taxing District  
of the City of Norwalk  
December 3, 2018

MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.

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**THIRD TAXING DISTRICT**  
of the City of Norwalk  
Special Commission Meeting  
December 19, 2018

**ATTENDANCE:** Commissioners: David Brown, Chair; Debora Goldstein;  
Pamela Parkington; Treasurer: Johnnie Mae Weldon

**STAFF:** Kevin Barber, General Manager;

**CALL TO ORDER**

Commissioner Brown called the meeting to order at 6:00 p.m. A quorum was present.

**PUBLIC COMMENT**

No one from the public was in attendance to comment.

**RESIGNATION OF COMMISSIONER BROWN**

Mr. Barber reported to the Commission that the District Clerk, Ron Scofield, has received a Resignation Letter from Commission Brown tendering his resignation effective Friday, December 28, 2018.

Mr. Barber talked about the next steps in order to fill the vacancy. He was in contact with Atty. Studer with regard to the proper procedure for the Commission to fill a vacancy. Atty. Studer researched the topic and provided Third Taxing District with a letter indicating that the responsibility for filling a vacancy of an elected official within the Third Taxing District (either Commissioner or Treasurer positions) resides with the Commission.

There are two stipulations for filling a vacancy:

- 1) The position must be filled with the same political party of the person who is resigning.
- 2) The position would be filled only for the remainder of said person's term.

In this instance, the vacancy must be filled with a Democrat and his/her term would expire in November 2021.

Third Taxing District  
of the City of Norwalk  
December 19, 2018

DRAFT

Mr. Barber stated that it would be the responsibility of Commissioners Goldstein and Parkington to seek out a viable candidate to fill the vacancy.

Provided a candidate has been identified, Mr. Barber has tentatively placed on the next agenda (Monday, January 7, 2019) an item to appoint a new Commissioner, have the new Commissioner sworn in, and possibly the election of a new Chairperson.

Mr. Barber stated for the record on behalf of himself and all the employees, he wanted to say “thank you” to Commissioner Brown for his 21 years of service to the District. Mr. Barber said that he knows Commissioner Brown dedicated himself to Third Taxing District and the utility. Mr. Barber stated on a personal level that he would like to thank Commissioner Brown for the last year. It was a pleasure to work with him and the Commission. Everyone wishes him the best of luck in his new endeavors whatever they may be.

Commissioner Goldstein said that she has had the pleasure of working with Commissioner Brown and being mentored by him as she was brought on for her position. It has been her honor and privilege and extended her very best going forward.

Commissioner Parkington also said that it has been her pleasure knowing Commissioner Brown and working with him going all the way back to the library days. It has been a learning experience for her over the past year.

Treasurer Weldon said “thank you” to Commissioner Brown for all he has shown her, all the knowledge he has given her and she hopes she can continue to work “not in his shoes,” but “with his shoes.”

Commissioner Brown talked about his 21 years of service, both in the Republican party for the first ten years and then in the Democratic party. He believes Third Taxing District now has the best General Manager, Commission and staff. He believes he is leaving everything in good hands.

Commissioner Goldstein stated that the circulation on social media based on the current agenda, the fact that there was an opening on the Commission, people’s general understanding of appointments is that when a position is open that they might be able to submit their name. She realizes that she and Commissioner Parkington are the sole decision makers, but in the interest of transparency, if it is announced that the position is open, it will put the Commission in good stead.

Commissioner Parkington said that the Commission would have to post the letter from the attorney and a copy of what is stated in the City Charter. She questioned whether or not there was enough time to do it. Commissioner Goldstein stated that if an email blast was sent, it would reach at least half of the District. Mr. Barber said that there is time to send out an email blast. Both Commissioner Parkington and Goldstein offered to also post the position on social media.

Third Taxing District  
of the City of Norwalk  
December 19, 2018

**EXECUTIVE SESSION**

- Performance Review – General Manager

**\*\* COMMISSIONER GOLDSTEIN MOVED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS PERFORMANCE REVIEW – GENERAL MANAGER.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The Commissioners, Treasurer and General Manager entered into Executive Session at 6:21 p.m.

The Commissioners, Treasurer and General Manager returned to public session at 7:53 p.m.

Commissioner Brown stated that after review of Mr. Barber's contract, it was decided that Paragraph E (Certain Travel) should remain as is, extend his agreement for two years to October 23, 2021, increase his salary by 4% to \$156,000 and give him a one-time bonus of \$8,500.

**\*\* COMMISSIONER GOLDSTEIN MOVED TO DIRECT GENERAL MANAGER, KEVIN BARBER, TO ENGAGE ATTY. HODGSON TO AMEND THE EMPLOYMENT CONTRACT TO REFLECT THE ABOVE-MENTIONED ITEMS.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* THE MOTION PASS UNANIMOUSLY.**

**ADJOURNMENT**

**\*\* COMMISSIONER BROWN MOVED TO ADJOURN.**

**\*\* COMMISSIONER PARKINGTON SECONDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Cynthia Tenney  
Executive Assistant  
Third Taxing District

Third Taxing District  
of the City of Norwalk  
December 19, 2018

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) SPECIAL COMMISSION MEETING AS CORRECTED.

**Third Taxing District  
Financial Highlights  
Jul-Nov-2018 vs. Jul-Nov 2017**

	Jul-Nov18	Jul-Nov17	\$ Change	% Change
Total Income	4,225,244	4,064,112	161,132	3.96%
Total Expense	4,091,175	4,069,200	21,976	0.54%
Net Ordinary Income	134,068	(5,088)	139,156	2735%
Other Income	294,844	379,062	-84,218	-22%
Other Expense	-	-	-	0%
Net Income before Rate Stabilization	428,912	373,974	54,938	15%
Rate Stabilization	50,206	98,510	-48,304	-49%
Net Income	479,119	472,484	6,634	1%

**CASH BALANCES FY 06/30/2019**

**ACCTS**

	Nov-18
Operating Accounts	2,363,369
Savings	1,289,367
Capital Improvements Fund	1,991,041

**TTD Outstanding Principal Balance with CMEEC**

Balance as of July 1, 2018	3,161,286
Current Balance	3,106,330
Current Fiscal Year Capital Additions to date	520,150

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	\$ Change	% Change
Energy Cost	\$ 2,316,109	\$ 2,370,625	\$ (54,516)	-2%
Budget Energy Cost	\$ 2,130,820	\$ 2,252,094	\$ (121,274)	-5%
Energy Cost Cents/KWH	10.100	10.300	\$ (0.20)	-2%

**Third Taxing District**  
**Profit & Loss Prev Year Comparison**  
**November 2018**

	Nov 18	Nov 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	29,270.34	20,875.29	8,395.05	40.22%
440-00 · Residential Sales	291,096.99	268,995.49	22,101.50	8.22%
442-01 · Large Commercial Sales	84,956.18	91,955.98	-6,999.80	-7.61%
442-02 · Small Commercial Sales	220,491.55	200,904.74	19,586.81	9.75%
445-01 · Water Pollutn Contrl Plnt Sales	98,905.44	85,112.43	13,793.01	16.21%
445-02 · Flat Rate	8,381.04	8,375.74	5.30	0.06%
451-00 · Miscellaneous Service Revenue	1,545.00	10,501.60	-8,956.60	-85.29%
557-00 · Purchased Power Adjustment	58,139.67	94,104.21	-35,964.54	-38.22%
Total Income	792,786.21	780,825.48	11,960.73	1.53%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	402,721.52	428,130.71	-25,409.19	-5.94%
Total COGS	402,721.52	428,130.71	-25,409.19	-5.94%
Gross Profit	390,064.69	352,694.77	37,369.92	10.6%
Expense				
904-00 · Substation	15,231.17	16,845.33	-1,614.16	-9.58%
403-00 · Depreciation Expense	70,674.83	64,676.80	5,998.03	9.27%
408-00 · Taxes	1,065.40	1,003.22	62.18	6.2%
540-00 · Other Power Generation Expense	16,360.35	21,707.46	-5,347.11	-24.63%
580-00 · Distribution Expenses	684.16	9,156.47	-8,472.31	-92.53%
590-00 · Maintenance Expenses	40,831.06	50,903.34	-10,072.28	-19.79%
900-00 · Customer Accounts & Service	23,938.13	29,592.21	-5,654.08	-19.11%
920-00 · Administrative Expenses	117,550.13	146,097.83	-28,547.70	-19.54%
Total Expense	286,335.23	339,982.66	-53,647.43	-15.78%
Net Ordinary Income	103,729.46	12,712.11	91,017.35	715.99%
Other Income/Expense				
Other Income				
419-00 · Interest Income	918.56	599.34	319.22	53.26%
421-00 · Norden Project Income	58,506.95	43,660.36	14,846.59	34.01%
423-00 · Gain/(Loss) from Sale of FA	701.25	0.00	701.25	100.0%
424-00 · Energy Conservation Fund Income	11,184.75	10,233.10	951.65	9.3%
425-00 · Miscellaneous Income	16,505.57	0.00	16,505.57	100.0%
Total Other Income	87,817.08	54,492.80	33,324.28	61.15%
Net Other Income	87,817.08	54,492.80	33,324.28	61.15%
Net Income before rate stabilization	191,546.54	67,204.91	124,341.63	185.02%
Rate Stabilization	-16,999.09	-7,285.40	-9,713.69	-133.33%
Net Income	174,547.45	59,919.51	114,627.94	191.3%

Preliminary Unaudited - Internal Use Only - Modified Cash Basis



**Third Taxing District**  
**Profit & Loss Prev Year Comparison**  
July through November 2018

	Jul - Nov 18	Jul - Nov 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
443-00 · Cervalis Data Center Revenues	150,830.25	87,109.85	63,720.40	73.15%
440-00 · Residential Sales	1,649,586.61	1,496,489.66	153,096.95	10.23%
442-01 · Large Commercial Sales	421,271.55	402,156.71	19,114.84	4.75%
442-02 · Small Commercial Sales	1,177,847.05	1,102,063.58	75,783.47	6.88%
445-01 · Water Pollutn Contrl Plnt Sales	441,432.37	395,462.07	45,970.30	11.62%
445-02 · Flat Rate	36,592.50	36,943.63	-351.13	-0.95%
451-00 · Miscellaneous Service Revenue	6,406.67	42,589.18	-36,182.51	-84.96%
557-00 · Purchased Power Adjustment	341,276.51	501,297.01	-160,020.50	-31.92%
<b>Total Income</b>	<b>4,225,243.51</b>	<b>4,064,111.69</b>	<b>161,131.82</b>	<b>3.97%</b>
<b>Cost of Goods Sold</b>				
555-00 · Electrical Power Purchased	2,316,108.64	2,370,625.36	-54,516.72	-2.3%
<b>Total COGS</b>	<b>2,316,108.64</b>	<b>2,370,625.36</b>	<b>-54,516.72</b>	<b>-2.3%</b>
<b>Gross Profit</b>	<b>1,909,134.87</b>	<b>1,693,486.33</b>	<b>215,648.54</b>	<b>12.73%</b>
<b>Expense</b>				
904-00 · Substation	73,420.48	70,056.65	3,363.83	4.8%
403-00 · Depreciation Expense	353,374.15	323,384.00	29,990.15	9.27%
408-00 · Taxes	130,750.04	113,909.46	16,840.58	14.78%
540-00 · Other Power Generation Expense	65,630.51	46,165.26	19,465.25	42.16%
580-00 · Distribution Expenses	77,323.42	55,674.02	21,649.40	38.89%
590-00 · Maintenance Expenses	218,952.94	231,522.19	-12,569.25	-5.43%
900-00 · Customer Accounts & Service	132,984.24	137,591.26	-4,607.02	-3.35%
920-00 · Administrative Expenses	722,630.72	720,271.30	2,359.42	0.33%
<b>Total Expense</b>	<b>1,775,066.50</b>	<b>1,698,574.14</b>	<b>76,492.36</b>	<b>4.5%</b>
<b>Net Ordinary Income</b>	<b>134,068.37</b>	<b>-5,087.81</b>	<b>139,156.18</b>	<b>2,735.09%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
418-00 · Dividends	27,271.91	8,068.49	19,203.42	238.01%
419-00 · Interest Income	4,152.72	3,535.56	617.16	17.46%
420-00 · Gain/(Loss) on Investments	-28,340.02	14,263.65	-42,603.67	-298.69%
421-00 · Norden Project Income	241,517.99	184,927.72	56,590.27	30.6%
423-00 · Gain/(Loss) from Sale of FA	701.25	517.37	183.88	35.54%
424-00 · Energy Conservation Fund Income	27,263.18	26,728.61	534.57	2.0%
425-00 · Miscellaneous Income	22,276.92	141,020.50	-118,743.58	-84.2%
<b>Total Other Income</b>	<b>294,843.95</b>	<b>379,061.90</b>	<b>-84,217.95</b>	<b>-22.22%</b>
<b>Other Expense</b>				
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>294,843.95</b>	<b>379,061.90</b>	<b>-84,217.95</b>	<b>-22.22%</b>
<b>Net Income before rate stabilization</b>	<b>428,912.32</b>	<b>373,974.09</b>	<b>54,938.23</b>	<b>14.69%</b>
<b>Rate Stabilization</b>	<b>50,206.23</b>	<b>98,510.25</b>	<b>-48,304.02</b>	<b>-49.04%</b>
<b>Net Income</b>	<b>479,118.55</b>	<b>472,484.34</b>	<b>6,634.21</b>	<b>1.4%</b>

Preliminary Unaudited - Internal Use Only - Modified Cash Basis

Third Taxing District  
Profit & Loss Statement  
Explanation of Major Variances  
Jul-Nov 2018 vs. Jul-Nov 2017

1. The \$160K decrease in fuel adjustment power is due to the change in the fuel adjustment rate. Note: The fuel adjustment rate was 2.3 cents in Nov-17 vs. 1.3 cents in Nov-18.
2. The increase in Depreciation expense is due to the SCADA system that is now onboard as well as other fixed asset capital additions.
3. The increase in other Power Generation is due to repairs on the Norden generators with Miratech of \$5K and \$13K with HO Penn. The remaining difference is due to the timing of fuel purchases with East River.
4. The increase in Distribution expense is due to \$8K with Utility Services for Fitch Street service contract and \$2K for testing with SNET. The remaining increase is due to expenses for the SCADA support program with Survalent Technologies.
5. The \$12K decrease in maintenance expense is due to expenses in the prior year for an audit with Utility Services Inc. for \$3K and the remainder is due to tree work done by KTI.
6. The decrease in investment accounts is due to current market adjustments to Fair Market Value.
7. The decrease in Miscellaneous Income is due to the fact that TTD has not received any CMEEC equity distributions in the current fiscal year.

**THIRD TAXING DISTRICT**  
**KEY PERFORMANCE INDICATORS (KPI'S)**

			2018	November 2017	Industry Average (Bandwidth)
1)	<b>OPERATING RATIO</b>	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	96.83%	100.13%	95-105%
2)	<b>POWER SUPPLY EXPENSE RATIO</b>	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	57%	58%	65% - 70%
3)	<b>OUTSTANDING RECEIVABLES</b>	TOTAL DOLLAR AMOUNT OF CUSTOMER RECEIVABLES OVER 90 DAYS	\$38,410	\$35,848	
4)	<b>ACTUAL RATE OF RETURN ON RATE BASE</b>	AUTHORIZED BY STATE STATUTE	3.8%	3.7%	Varies by state
5)	<b>ELECTRIC CUSTOMERS PER EMPLOYEE</b>	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	351	351	200 - 500
6)	<b>RATE STABILIZATION</b>	Rate Stabilization Fund Balance	\$ 4,035,998	\$ 3,983,510	Commission Approved Target of \$2.75MM - \$3.0MM
7)	<b>ENERGY LOSS %</b>	TOTAL ENERGY LOSSES/TOTAL SOURCES OF ENERGY	5.96%	6.06%	2.5% - 6%
8)	<b>SYSTEM LOAD FACTOR</b>	TOTAL KWH SALES + TOTAL kwh ENERGY LOSSES/8760/ HIGHEST HOURLY PEAK DEMAND	55.2%	54.8%	50% - 65%

# East Norwalk - PCA Calculation

Power Cost Adjustment Calculation

6 Month Rolling Average (starting January 2014)

Yellow indicates Forecast

Orange indicates data is from the preliminary CMEEC monthly bill, numbers will change when the "true up" numbers are available from CMEEC

Green indicates the final numbers have been entered for the month.

Colors will change when actual numbers are received.

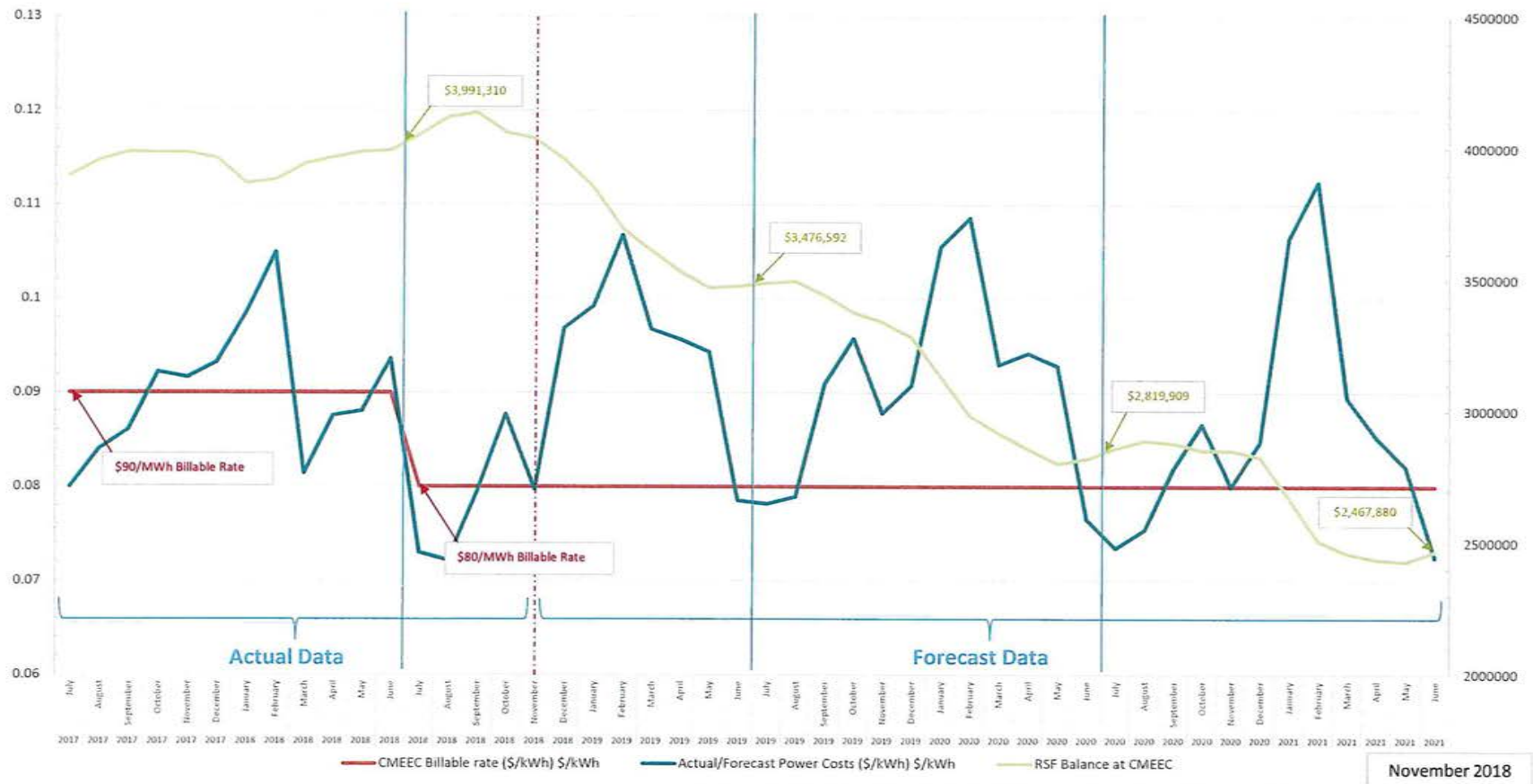
		2018 July	2018 August	2018 September	2018 October	2018 November	2018 December	2019 January	2019 February	2019 March	2019 April	2019 May	2019 June
<b>Total Energy</b>	kWh												
CMEEC Billable rate (\$/kWh)	\$/kWh	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000
h Grand Total (Actual) Purchased Power Costs	\$	\$ 475,283	\$ 481,252	\$ 402,827	\$ 393,201	\$ 394,757	\$ 457,370	\$ 533,779	\$ 629,884	\$ 487,717	\$ 487,808	\$ 401,372	\$ 338,990
i (Sum of current and previous 5 months)	\$	2,628,785	2,608,433	2,590,790	2,597,989	2,610,432	2,604,690	2,663,187	2,811,819	2,896,708	2,991,315	2,997,930	2,879,550
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,515,187	6,671,090	5,077,866	4,482,969	4,952,919	4,721,969	5,381,381	5,900,003	5,041,520	5,099,927	4,256,333	4,317,789
m (Sum of current and previous 5 months)	kWh	30,166,351	32,055,239	31,966,352	32,039,885	32,648,335	32,422,000	31,288,194	30,517,107	30,480,761	31,097,718	30,401,133	29,996,953
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.07295	0.07214	0.07933	0.08771	0.0797	0.09686	0.09919	0.10676	0.09674	0.09565	0.0943	0.07851
n Power (Actual) Supply Costs @ Retail	\$	0.0920	0.0859	0.0856	0.0856	0.0844	0.0848	0.0899	0.0973	0.1004	0.1016	0.1041	0.1014
o Base Fuel Cost	\$	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958
p Loss Factor	%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%
q Calculated PCA	\$	(0.0038)	(0.0099)	(0.0102)	(0.0102)	(0.0114)	(0.0110)	(0.0059)	0.0015	0.0046	0.0058	0.0083	0.0056
r Actual PCA Implemented	\$	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130
s Total System Retail Sales (kWh's)	kWh	5,592,906	6,079,846	6,365,722	3,916,402	4,499,030	4,457,539	5,080,024	5,569,603	4,759,195	4,814,331	4,017,979	4,075,993
t Base PCA Revenue	\$	535,800	582,449	609,836	375,191	431,007	427,032	486,666	533,568	455,931	461,213	384,922	390,480
u Fuel Factor Revenue	\$	72,708	79,038	82,754	50,913	58,487	57,948	66,040	72,405	61,870	62,586	52,234	52,988
v Total Revenues through PCA	\$	608,508	661,487	692,591	426,105	489,494	484,980	552,707	605,973	517,800	523,799	437,156	443,468
w Difference of Collection vs Expense	\$	\$ 5,737,302	\$ 5,917,536	\$ 6,207,300	\$ 6,240,203	\$ 6,334,941	\$ 6,362,551	\$ 6,381,479	\$ 6,357,567	\$ 6,387,651	\$ 6,423,642	\$ 6,459,426	\$ 6,563,904
Over collect / (Under Collect) in each month		\$133,225.28	\$180,234.81	\$289,763.44	\$32,903.12	\$94,737.85	\$27,610.33	\$18,927.41	(\$23,911.48)	\$30,083.79	\$35,991.22	\$35,783.87	\$104,478.43
RSF Balance at CMEEC		4,050,820.00	4,117,685.00	4,134,657.00	4,059,858.00	4,035,998.00	3,956,385.60	3,853,116.90	3,695,232.83	3,610,837.78	3,531,023.93	3,470,158.36	3,476,591.87
Diff between Billed Rate and Actual Cost	\$	0.00705	0.00786	0.00067	(0.00771)	0.00030	(0.01686)	(0.01919)	(0.02676)	(0.01674)	(0.01565)	(0.01430)	0.00149
Affect on RSF - by Month	\$	45,932.07	52,434.77	3,402.17	(34,563.69)	1,485.88	(79,612.40)	(103,268.71)	(157,884.07)	(84,395.04)	(79,813.85)	(60,865.57)	6,433.51



**East Norwalk - PCA Calculation**  
Power Cost Adjustment Calculation  
6 Month Rolling Average (starting January 2014)

		2019 July	2019 August	2019 September	2019 October	2019 November	2019 December	2020 January	2020 February	2020 March	2020 April	2020 May	2020 June
<b>Total Energy</b>	kWh												
CMEEC Billable rate (\$/kWh)	\$/kWh	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000	0.08000
h Grand Total (Actual) Purchased Power Costs	\$	\$ 497,014	\$ 476,584	\$ 435,814	\$ 401,513	\$ 400,593	\$ 486,906	\$ 620,672	\$ 564,338	\$ 472,619	\$ 399,699	\$ 399,620	\$ 380,184
i (Sum of current and previous 5 months)	\$	2,842,784	2,689,484	2,637,582	2,551,287	2,550,507	2,698,424	2,822,083	2,909,837	2,946,642	2,944,827	2,943,854	2,837,132
j kWh's Purchased	kWh												
l Total Purchased Power kWh Units	kWh	6,358,111	6,038,821	4,792,330	4,192,471	4,562,563	5,364,765	5,881,477	5,196,006	5,083,564	4,243,536	4,305,787	4,966,474
m (Sum of current and previous 5 months)	kWh	30,973,683	31,112,501	30,863,311	29,955,855	30,262,085	31,309,060	30,832,427	29,989,612	30,280,846	30,331,911	30,075,136	29,676,846
Actual/Forecast Power Costs (\$/kWh)	\$/kWh	0.07817	0.07892	0.09094	0.09577	0.0878	0.09076	0.10553	0.10861	0.09297	0.09419	0.09281	0.07655
n Power (Actual) Supply Costs @ Retail	\$	0.0969	0.0913	0.0902	0.0899	0.0890	0.0910	0.0967	0.1025	0.1028	0.1025	0.1034	0.1010
o Base Fuel Cost	\$	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958	0.0958
p Loss Factor	%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%
q Calculated PCA	\$	0.0011	(0.0045)	(0.0056)	(0.0059)	(0.0068)	(0.0048)	0.0009	0.0067	0.0070	0.0067	0.0076	0.0052
r Actual PCA Implemented	\$	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130	\$ 0.0130
s Total System Retail Sales (kWh's)	kWh	6,002,057	5,700,647	4,523,960	3,957,693	4,307,059	5,064,338	5,552,115	4,905,030	4,798,885	4,005,898	4,064,663	4,688,352
t Base PCA Revenue	\$	574,997	546,122	433,395	379,147	412,616	485,164	531,893	469,902	459,733	383,765	389,395	449,144
u Fuel Factor Revenue	\$	78,027	74,108	58,811	51,450	55,992	65,836	72,177	63,765	62,386	52,077	52,841	60,949
v Total Revenues through PCA	\$	653,024	620,230	492,207	430,597	468,608	551,000	604,070	533,667	522,119	435,842	442,235	510,093
w Difference of Collection vs Expense	\$	\$ 6,719,915	\$ 6,863,561	\$ 6,919,954	\$ 6,949,038	\$ 7,017,053	\$ 7,081,147	\$ 7,064,544	\$ 7,033,873	\$ 7,083,373	\$ 7,119,516	\$ 7,162,131	\$ 7,292,041
Over collect / (Under Collect) in each month		\$156,010.26	\$143,646.67	\$56,392.35	\$29,084.04	\$68,015.01	\$64,093.93	(\$16,602.20)	(\$30,670.98)	\$49,499.73	\$36,143.03	\$42,615.21	\$129,909.09
RSF Balance at CMEEC		3,488,227.21	3,494,749.14	3,442,321.04	3,376,205.78	3,340,617.79	3,282,892.92	3,132,738.80	2,984,081.06	2,918,147.23	2,857,931.46	2,802,774.32	2,819,908.66
Diff between Billed Rate and Actual Cost	\$	0.00183	0.00108	(0.01094)	(0.01577)	(0.00780)	(0.01076)	(0.02553)	(0.02861)	(0.01297)	(0.01419)	(0.01281)	0.00345
Affect on RSF - by Month	\$	11,635.34	6,521.93	(52,428.09)	(66,115.27)	(35,587.99)	(57,724.87)	(150,154.12)	(148,657.74)	(65,933.83)	(60,215.78)	(55,157.14)	17,134.34

Rate Stabilization Balance Forecast



**THIRD TAXING DISTRICT**  
**PROJECT SUMMARY REPORT**  
**FY 2018-2019**

## THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: DECEMBER 31, 2018

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
1)	A-Base Meter Replacement Program	<ul style="list-style-type: none"> <li>In progress – with Meter Department</li> </ul>	On-Going – until all A-Base meters have been replaced	<ul style="list-style-type: none"> <li>Working with staff to understand the A-Base meter issue and develop a plan.</li> <li><b>December 2018 – Two A-Base replacements during the month.</b></li> </ul>
2)	Customer Service/ Management Training Program	<ul style="list-style-type: none"> <li>Training throughout the year based on training opportunities and employee schedules.</li> </ul>	On-Going	<ul style="list-style-type: none"> <li>K Barber attended APPA Annual Conference in June</li> <li>K Barber attended APPA Leadership Workshop</li> </ul>
3)	Succession Planning Process	<ul style="list-style-type: none"> <li>Complete with periodic review</li> </ul>	On-Going	
4)	Radio-Read Meter Upgrade	<ul style="list-style-type: none"> <li>Approximately <b>93%</b> of the system has been completed</li> </ul>	Multi-year program beginning in 2015. Will continue until completed	<ul style="list-style-type: none"> <li><b>December 2018 – Installed 3 radio-read meters for a total of 3,537 to date or 93% of the system.</b></li> </ul>
5)	Upgrade Fleet Vehicles	<ul style="list-style-type: none"> <li>Purchasing/Leasing Vehicles in accordance with Five-Year fleet replacement schedule.</li> </ul>	On-Going	<ul style="list-style-type: none"> <li>Line truck to be refurbished in FY 2018-19</li> <li>Request for approval for purchased of Digger Derrick truck included in Oct 1 meeting</li> <li>Chevy Equinox Lease buy out complete</li> </ul>
6)	I/T System Modifications	<ul style="list-style-type: none"> <li>On-going to create greater efficiencies wherever possible</li> </ul>	Periodic updates as necessary	<ul style="list-style-type: none"> <li>Upgrades to Microsoft Office and email systems completed in June</li> </ul>



#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
7)	Conduct Cost of Service/Rate Study with Periodic Updates	<ul style="list-style-type: none"> <li>Initial rate study conducted in 2013 with results implemented in October 2014.</li> <li>Update/"Tune-Up" completed in July 2016</li> <li>Cost of Service Study on security lighting began in June 2016</li> </ul>	2018 Cost of Service Study - Late fall 2018 – early 2019	<ul style="list-style-type: none"> <li>Street Lighting COS Study dated Sept. 29, 2016 has been located. Study is being reviewed by Staff to determine if it was completed. Will be forwarded to Commission.</li> <li>Initial discussion held with UFS regarding cost of service study.</li> <li>Reviewing proposal provided by UFS</li> <li>UFS Proposal accepted and executed</li> <li>Staff compiling data requested by UFS</li> </ul>
8)	Strategic Planning Process	<ul style="list-style-type: none"> <li>To be presented to Commission at the Feb 1, 2016 meeting</li> <li>Presented and Approved at the Feb 1, 2016 meeting</li> <li>Initial sessions were conducted with the Staff and Commission on May 18 and 19</li> <li>Follow-up meetings have been scheduled with the Staff and Commission for Aug 16 and 17</li> <li>Meetings have been scheduled with the Commission and Staff on Sep 27</li> <li>Future meetings are being scheduled with Commission and Staff</li> <li>A follow-up meeting has been scheduled with the Commission for Nov 15.</li> </ul>	<ul style="list-style-type: none"> <li>Begin in 1<sup>st</sup> Qtr 2016.</li> <li>Work continues into 2017 as necessary</li> <li>Strategic Planning process to begin again in late 2018 – early 2019</li> </ul>	<ul style="list-style-type: none"> <li>May 2017 – The following activities took place during the months April/May:               <ul style="list-style-type: none"> <li>A special commission meeting was held on Apr 10<sup>th</sup> to work on the charter revision, by-laws and vision statements. Steve Vandermeer facilitated the meeting and additional progress as made in all these areas. It was agreed that the Commission continue to address the legal issues surrounding the charter changes and move forward once a definitive legal opinion was received</li> <li>Commission has scheduled the August 20<sup>th</sup> Commission Meeting for Strategic Planning discussion. Meeting cancelled</li> <li><b>Jan 28<sup>th</sup> meeting scheduled. Dedicated to Strategic Planning</b></li> </ul> </li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
9)	Public Relations/ Marketing Program	<ul style="list-style-type: none"> <li>Greyskye is TTD's public relations / marketing firm</li> </ul>	On-going	<ul style="list-style-type: none"> <li>Monthly meetings have been held with Greyskye to discuss the following: Upcomings Events Newsletter Website updates Press Releases</li> </ul>
10)	Substation Upgrades and Improvements	<ul style="list-style-type: none"> <li>Projects on-going in all substations to upgrade / maintain compliance with CONVEX / FERC requirements</li> </ul>	T3 Transformer Replacement – Nov 2017 – Spring 2019	<ul style="list-style-type: none"> <li>T3 transformer replacement in progress, transformer has been ordered.</li> <li>Old T3 transformer has been taken out of service.</li> <li>Old transformer successfully removed on April 16<sup>th</sup>.</li> <li>Transformer manufacturer notified TTD on 4/30/18 of a manufacturing delay.</li> <li>TTD is working to develop an understanding of the delay and the effect on the project schedule.</li> <li>Witness testing scheduled for June 14-15, 2018.</li> <li>Witness test rescheduled for July 16-17, 2018 due to a factory delay.</li> <li>T3 Transformer passed the witness test.</li> <li>T3 Transformer delivered on July 31<sup>st</sup></li> <li>T3 Transformer – Multi-Ratio CT failed test</li> <li>TTD in communication with ABB on resolution to the CT problem</li> <li><b>Issue resolved with ABB, repairs to CT will be scheduled</b></li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
11)	18 Rowan Street Renovation	<ul style="list-style-type: none"> <li>Property Acquired, house demolished and lot repaved</li> <li>Final step is to site a material storage facility on the site</li> </ul>	Summer of 2018	<ul style="list-style-type: none"> <li>Since May 2017, the CAM Application was submitted.</li> <li>Met with Gill &amp; Gill to review project and develop bid specs</li> <li>Bid packages being developed and will be available in January.</li> <li>Revised project schedule being developed.</li> <li>Bids received from 4 companies. Price exceeded expectations. Value engineering recommendations were requested from the bidders.</li> <li>Review of bids and valued engineering taking place.</li> <li>Contractor selected and approved by Commission on March 5<sup>th</sup></li> <li>Contract is being reviewed by attorneys</li> <li>Contract signed</li> <li>Meeting with Contractor and Gil &amp; Gil held on June 7<sup>th</sup></li> <li>Monthly status meetings planned</li> <li>Project submittals being reviewed and approved by TTD and Gil &amp; Gil</li> <li>Contractor in the process of obtaining building permit from city</li> <li><b>Building Permit issued</b></li> <li><b>Site work began on Jan 2nd</b></li> </ul>

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
12)	<u>MISCELLANEOUS</u> <ul style="list-style-type: none"> <li>Norden Generators</li> </ul>	Periodic testing for “Black Start” backup to the Norden facility and run into the ISO LFR Market	On-going	<ul style="list-style-type: none"> <li>January 2017 - Nox stack testing was performed with State of CT – passed with no issues</li> <li>November 2017 – Spot audit from CT DEEP – passed with no issues</li> <li>Received revenue forecast update from CMEEC. Increase in revenues projected for the summer months (Jun – Sep) based on results of the summer LFR auction.</li> <li>Received a Consent Order from CT DEEP regarding stack testing issue from 2013. Commission addressed the issue at the June 25<sup>th</sup> Commission meeting.</li> <li>Consent order civil penalty has been paid and accepted by CT DEEP.</li> </ul>



#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
	<ul style="list-style-type: none"> <li>Solar Projects</li> </ul>	Potential projects discussed with residential and commercial customers	On-going	<ul style="list-style-type: none"> <li>Staff continues to work with customers interested in pursuing solar projects in TTD's service territory.</li> <li>Commission approved a solar project for the East Norwalk Library.</li> <li>Met with Library Board to explain the project.</li> <li>Project expected to start within the next month.</li> <li>RFP created and available for an "Interactive / Smart Battery / Onsite Power Storage System" for the library</li> <li>Bids received for battery storage and are being reviewed.</li> <li>Request for approval – Oct 1<sup>st</sup> meeting</li> <li>Solar panels installed on library roof</li> <li>Installation of Solar arrays completed</li> <li>Installation of battery storage system on Jan 3 – 7<sup>th</sup></li> </ul>
	<ul style="list-style-type: none"> <li>Commercial Customer Visits</li> </ul>	On-going as schedules permit	Throughout 2018	<ul style="list-style-type: none"> <li>Met with owner of 25 Van Zant Street</li> <li>Will schedule visits with customers throughout the coming year</li> <li>Met with Dooney &amp; Bourke</li> </ul>
	<ul style="list-style-type: none"> <li>Economic Development Initiatives</li> </ul>	On-going meetings with Elizabeth Stocker, the City of Norwalk's Economic Development Director and Laoise King, City of Norwalk's Chief of Staff	Throughout 2018	<ul style="list-style-type: none"> <li>GGP – not proceeding with second service to mall.</li> <li>Elizabeth Stocker, no longer with the city. Will determine the next appropriate steps.</li> </ul>

<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
13)	State (CT DOT) Bridge Projects	Initial letter from CT DOT to TTD issued in March 2016. Regular updates have been received from CT DOT / Parsons Brinkerhoff as information is required	Apr 2019- Sep 2024	<ul style="list-style-type: none"> <li>• May 2017 – Continued to work with CT DOT officials on the various bridge projects through attendance at scheduled meetings, etc. Several of these projects are reaching the 30% design/development phase, which triggers additional meetings and coordination efforts.</li> <li>• Requested and received from the State of CT the current listing of properties that are being acquired for the projects.</li> <li>• Requested updated list of properties being acquired from the State of CT following the redesign/change to the location of the Fort Point St RR Bridge.</li> <li>• Received information from the State that no additional full acquisitions are occurring. Re-requested a list of properties from the State.</li> <li>• Received and forwarded to the Commission the revised listing of properties affected by the state projects.</li> <li>• Received the 60% project submissions from the State of CT. TTD reviewing the submissions and meeting with State to review.</li> </ul>
14)	LED Flood/Security Light Upgrade	On-going until completed	To be finalized in 2018	<ul style="list-style-type: none"> <li>• 99% of the security lights have been upgraded to LED.</li> </ul>

<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
15)	Verizon Small Cell Antenna Project/Co-Location Equipment Attachments	<ul style="list-style-type: none"> <li>• Verizon request to attach “Small Cell Antennas” on certain TTD poles. We anticipate they will attach to three to five poles in the system.</li> <li>• CMEEC Legal is developing a “Master Lease Agreement” on behalf of the MEU’s statewide outlining the terms and conditions for attachment</li> </ul>	In process – finalizing in the next 30-60 days	<ul style="list-style-type: none"> <li>• May 2017 – Final comments have been received from all the Municipals on a draft of a Master Lease Agreement with Verizon. A “Lease Rate” is part of this agreement, similar to what we charge Cablevision for a pole attachment rate, and will result in some small incremental revenue to TTD on an annual basis (less than \$1,000/year)</li> <li>• Master Lease Agreement has been finalized by CMEEC Attorney and Verizon. Other MEUs have executed the agreement with Verizon</li> <li>• Verizon interested in attaching to multiple TTD poles</li> <li>• Attachment rate needs to be developed</li> <li>• Received comments back from vendor on attachment agreement. Reviewing comments</li> </ul>
16)	Commercial Lighting Retrofits	On-going	On-going	<ul style="list-style-type: none"> <li>• Staff reviewing the forms used for the lighting projects, possible changes to be implemented.</li> <li>• Discussions with Dooney and Bourke on possible lighting retrofit project.</li> <li>• Lighting project completed at the Marvin</li> </ul>

<u>#</u>	<u>PROJECT</u>	<u>STATUS</u>	<u>TIMELINE</u>	<u>COMMENTS/MONTHLY UPDATE</u>
17)	Library Roof Projects	On-going	Roof – end of fiscal year 2018	<ul style="list-style-type: none"> <li>• Roof project – RFP developed and due by Thursday, April 13<sup>th</sup>. Recommendation to be presented to the Commission at the April 16<sup>th</sup> Commission Meeting</li> <li>• Contract being reviewed</li> <li>• Roof scheduled to be completed by June 23<sup>rd</sup></li> <li>• Roof completed by contractor.</li> <li>• Working through change order requests from the contractor with Gil &amp; Gil</li> <li>• Change order issues have been resolved with the contractor. This will require additional allocation of funds from the Commission.</li> <li>• Status of roof ventilation system to be determined</li> </ul>
18)	Veteran's Park Ice Rink		Fall – Winter months	<ul style="list-style-type: none"> <li>• Staff to monitor status of rink installation</li> <li>• Rinks will not be returning to Vet's Park</li> <li>• Letter sent to rinks owner to determine status of rinks</li> <li>• Received reply from owner indicating business has been closed</li> <li>• Forwarded letter to attorney for review</li> </ul>
19)	Tree Trimming	On-going	Tree trimming will typically occur during the winter months. Spot trimming will occur on an as needed basis during the spring, summer and fall.	<ul style="list-style-type: none"> <li>• Streets trimmed in current fiscal year: Emmerson St, Myrtle St Ext, various other spot locations</li> <li>• Streets/areas planned for trimming: Roland St, Howard Ave, Triangle St, Winfield – Triangle to Duck, Strawberry @Winfield</li> </ul>